

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Director, Research and Reports

DATE: 18 August 1952

FROM : 

SUBJECT: Review of Graphic Services within CIA.

1. It is suggested that a small working group including a representative from the Cartography Division, ORR, and also representatives from other Offices, both overt and covert, investigate current plans for the utilization of graphic facilities and personnel with training in art and illustrative design for fulfilling CIA intelligence requirements in this field.

2. It is believed that, at present, graphics have not been developed or planned to provide maximum benefits in meeting CIA's mission. It is also felt that the graphics effort within the Agency is being undertaken by many small units and lacks centralization, with the result that various facilities are not being operated in the most efficient manner. In contrast to this situation, the cartographic effort within CIA has become well centralized, and it is recognized that the Cartography Division, ORR, is the appropriate component for compiling and constructing all maps published within the Agency.

3. The proposed investigation will assist in determining the extent to which the graphics effort of CIA should be centralized within the Graphics Branch of the Cartography Division, ORR, where a core of experienced artists and illustrative designers are trained to fulfill all types of requirements in the graphics field. It is recognized that covert areas probably require their individual art directors and small staffs for extremely sensitive work and for maintenance of situation rooms, and that a graphics specialist might be assigned to the editorial staff of each producing office to work with analysts and to act as liaison with the Cartography Division both for graphics and for cartographic projects.

4. There is evidence that some types of visual aids for training and conference purposes, although not highly sensitive, are produced outside of the Graphics Branch; that the Office of Procurement and Supply apparently is planning to establish a small graphics unit of four or five people (this situation was discussed between  and  but no answer from  has been received to date); and that the Office of Training may have established some type of graphics operation in the Washington area.

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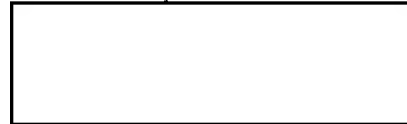
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5. In the interests of economy and maximum utilization of skilled personnel in the field of graphics, it would appear that every effort should be made to centralize this type of work, insofar as restrictions permit. I quote from an informal memo on this subject:

"...It is probable that the services of the many artists employed by the agency are not being effectively used. Small scattered units produce art work on a limited scale for a limited purpose, sometimes unknowingly parallel to another unit. Thus a first class draftsman, layout man, or illustrator may find himself confined to one small type of operation which does not afford scope for his powers, either because they are not needed in the limited field in which he is working, or because his unit is too small to afford him the proper support of other artist specialists."

Certainly the Graphics Branch of the Cartography Division, ORR, in the past has handled very sensitive material and can expand this type of service in the future. Should such centralization be recommended, it might be necessary to transfer graphics slots planned within other Offices to the Graphics Branch in order to provide an adequate staff for fulfilling all requests, although in total the number of slots for such work within the Agency would thereby be reduced.



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